

OL files  
CMC 1

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Administrative Instructions for the Office of Logistics  
Planning Conference - 21 and 22 October 1987

STAT FROM:	[Redacted]		EXTENSION	NO.	OL 4148 87
STAT	Planning Officer, IMSS/OL			DATE	13 October 1987
STAT	[Redacted]				
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	D/L				<p>Attached are administrative instructions for the OL Planning Conference on 21 and 22 October 1987 at the Sheraton-Fredericksburg Inn and Conference Center.</p> <p>If anyone wishes to have classified material transported to the OL Planning Conference, please deliver it to me by COB on <u>Monday, 19 October</u>. If copies are required, please provide the appropriate number of copies.</p> <p>You received a copy of the agenda for the conference along with a memorandum dated 14 September 1987 regarding the conference (OL 4131 87).</p> <p>Although the conference is scheduled to end at 11:30 a.m. on Thursday, lunch will be provided. If you don't plan to stay for lunch, please let me or Marie [Redacted] know so that we can inform the conference coordinator at the Sheraton.</p> <p>If you have any questions, please call Marie or me on extension [Redacted]</p> <p>Bob</p> <p>Attachment</p> <p>cc: [Redacted] DC/FMD/OL [Redacted] C/HCS/FMD/OL</p>
STAT	[Redacted]				
2.	DD/L				
STAT	[Redacted]				
3.	EO/OL				
STAT	[Redacted]				
4.	AEO/OL				
STAT	[Redacted]				
5.	C/NBPO 1J45 Hqs C/B&FB/OL				
STAT	[Redacted]				
6.	C/P&TS				
STAT	[Redacted]				
7.	C/PMS				
STAT	[Redacted]				
8.	C/SS				
STAT	[Redacted]				
9.	C/FMD/OL 3E14 Hqs				
STAT	[Redacted]				
10.	C/P&PD/OL 158 P&PD Bldg				
STAT	[Redacted]				
11.	C/PD				
STAT	[Redacted]				
12.	C/RECD				
STAT	[Redacted]				
13.	C/SD				
STAT	[Redacted]				
14.	C/IMSS				
STAT	[Redacted]				
15.	Planning Officer/IMSS/OL				
STAT	[Redacted]				

ADMINISTRATIVE INSTRUCTIONS  
FOR THE  
OFFICE OF LOGISTICS PLANNING CONFERENCE

Sheraton-Fredericksburg Resort and Conference Center  
Fredericksburg, Virginia

21 and 22 October 1987

1. ATTENDEES

Participants at the conference will be the D/L, DD/L, EO/OL, C/NBPO/OL, DC/B&FB/OL, OL division and staff chiefs, AEO/OL, and Planning Officer, IMSS/OL. In addition, on Wednesday evening, [ ] will speak on ILSP Program Updates, and [ ] will talk about OHB Backfill.

The Planning Officer, IMSS/OL is the OL conference coordinator.

2. TRAVEL, LOCATION, AND ARRIVAL TIME

Travel to Fredericksburg will be by POV, and carpooling is encouraged. Attendees should obtain domestic travel orders before departure.

Driving distance to the Sheraton-Fredericksburg [ ]  
(toward Richmond) to Exit 45B (Route 3 west). Look for Exit 45B about 1 to 2 miles after crossing the Rappahannock River. The Resort and Conference Center is on the right immediately after exiting from I-95 onto Route 3.

The parking areas near the entrance marked "5" on the attached floor plan are convenient to both our conference room and reserved guest rooms. We'll be using the Commonwealth Conference Room rather than the Lee Conference Room this year (see floor plan).

Please plan to arrive between 0800 and 0830 so that you can take care of any administrative details and receive room assignments. The conference will begin at 0900.

3. ROOMS AND REGISTRATION

Single rooms have been reserved for all attendees who will be staying overnight. The DC/B&FB/OL will attend the conference both days but will not stay overnight. The two guest speakers on Wednesday will be there for the evening only.

OL 4147 87



The conference coordinator will pick up individual room keys for all attendees from the Front Desk on the morning of 21 October, make room assignments, and return all keys at the conclusion of the conference on 22 October. It will not be necessary for attendees to report to the Front Desk for check-in.

#### 4. MEALS

All meals will be in a separate area in the Meadows (the smaller of the Sheraton's two dining rooms), except for dinner on 21 October, which will be in Dauphines. Lunch will be available after closing of the conference on Thursday, 22 October. Although no dress code is specified and casual dress is acceptable for both dining rooms, the Sheraton prefers no jeans. Please sign for meals by your room number.

#### 5. COFFEE BREAKS

Morning breaks (coffee, danish or doughnut) and afternoon breaks (coffee, tea, sodas) are restricted to the Commonwealth Room, per Office of Security requirements.

#### 6. SOCIAL ACTIVITIES

Shannon's, the Sheraton lounge, is open daily from 11 a.m. to 1 a.m. and features live entertainment nightly beginning at 9 p.m. The hotel management asks that jeans not be worn in the lounge.

#### 7. TELEPHONE MESSAGES AND MAIL

Public telephones are located in the main lobby near the Front Desk and in Lobby 2 on the top level above the Lee Room. Outgoing official calls may be placed on your room bill or made collect. We recommend the latter for ease of contract payment. Outgoing personal calls are your own responsibility.

For incoming official calls, The Sheraton's number is Area Code 703 786-8321. Incoming official messages should be left in the name of the conference coordinator for the first name and/or title of the attendee. Example: Message to Edie for Tony or C/IMSS.

A house phone is available outside the Lee Room for calls within the resort/conference-center complex.

Routine incoming messages will be held at the Front Desk and picked up by the conference coordinator during morning and afternoon breaks and during the lunch and dinner periods.

Emergency messages received during conference hours will be delivered directly to the conference coordinator. Those received after conference hours will be directed to attendees (by first name only) in their hotel rooms.

Outgoing mail is picked up at the Front Desk between 10 a.m. and 11 a.m. daily.

#### 8. COPYING FACILITIES

Limited copying is available at the Sheraton at \$.20 per page. It is recommended that you bring adequate copies of handouts or other materials you expect to use.

#### 9. DELIVERY AND STORAGE OF CLASSIFIED DOCUMENTS

A two-drawer Agency safe will be provided in Room 257, adjacent to the Commonwealth Conference Room, for storage of classified documents. If you choose to have classified documents delivered to the conference, please deliver them to the conference coordinator by COB, Monday, 19 October.

#### 10. SECURITY

Although the conference site has been surveyed by OS and approved to hold a classified conference, we are reminded that we should limit classified discussions and documents to the Commonwealth Room during the conduct of the conference.

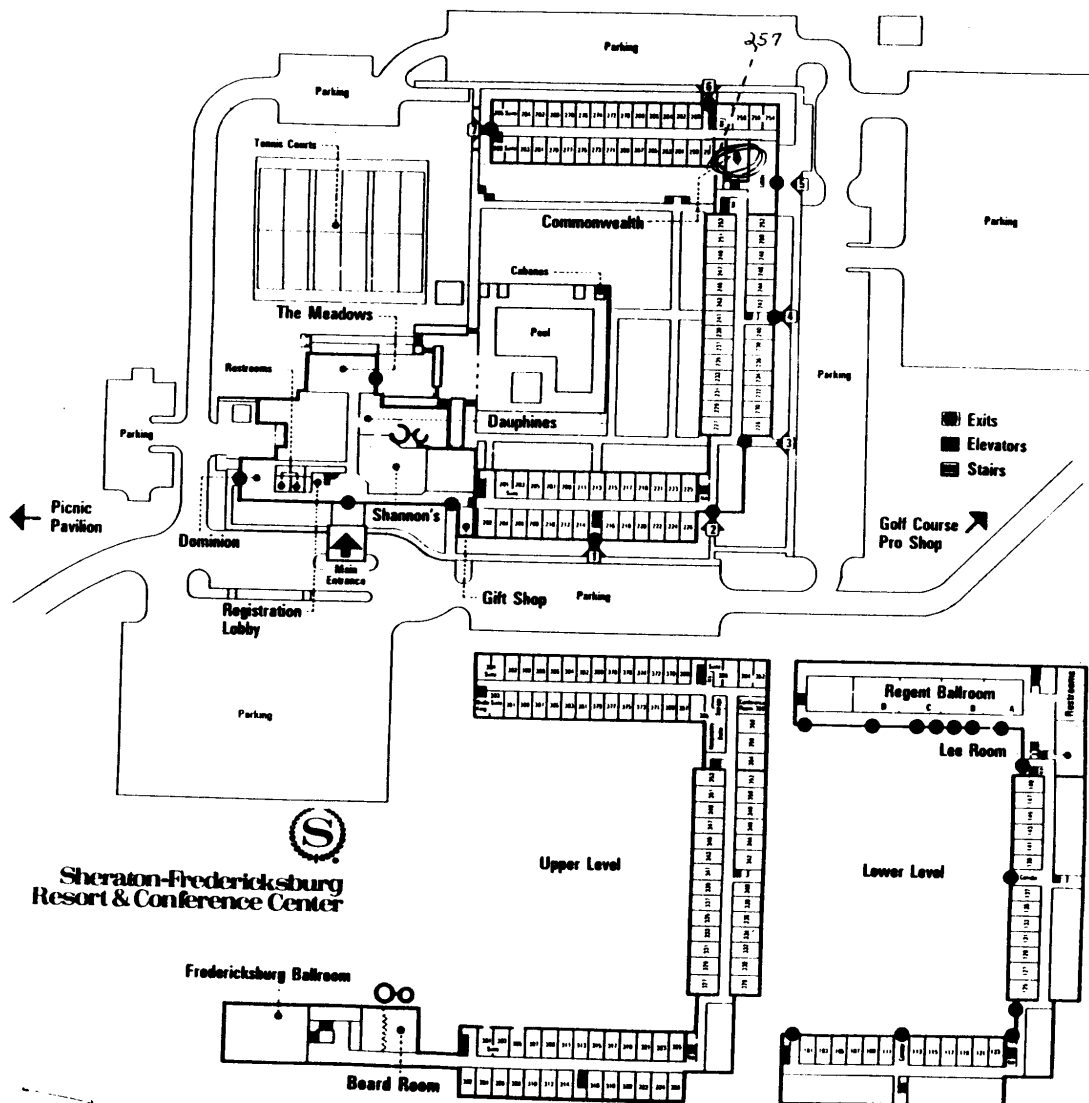
All classified documents will be stored in a safe in Room 257, adjacent to the Commonwealth Room, which the conference coordinator will control at all times. The conference coordinator will also maintain control of access to the conference room and public-address room during the conference.

A security briefing will be given at the beginning of the conference, and an inspection of the conference room will be made by OS during the conference.

#### 11. CONFERENCE EQUIPMENT AND SUPPLIES

An overhead projector, slide projector, easel with flip chart, pens, and paper will be provided.

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Logistics Planning Conference - 21 and 22 October 1987

Distribution:

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STAT OL/IMSS/MB:dr/  (13Oct87)